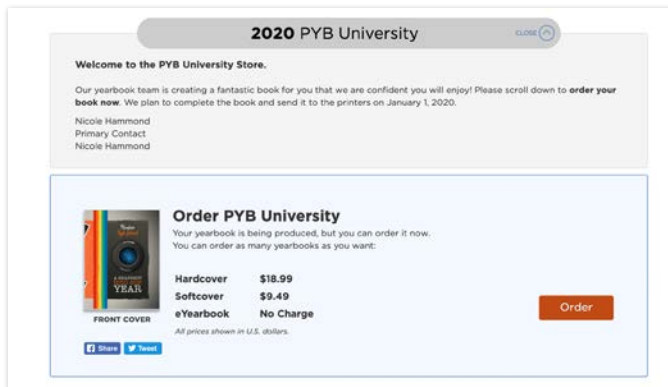


TUTORIALS



There are three possible scenarios when placing your bulk order:

1. All orders were placed online via your Picaboo Storefront.
2. All orders and money were taken via in-school sale or the school provides the yearbook as part of tuition.
3. Orders were taken both in-school and via your Picaboo Storefront.



Because #3 is the most common, this tutorial will focus on that scenario. Detailed instructions for the other two scenarios are available at pyb.zendesk.com.

2

From this screen, you may individually enter the names of each student who purchased a yearbook and click **Continue**, **OR** you may skip this step by clicking the blue **Bypass Names and Order in Bulk** link to proceed with your order.

BOOK STYLE	QUANTITY
9 x 12 Hardcover \$26.00	1
9 x 12 Softcover \$16.00	0

3

Enter the number of hardcover and softcover books you wish to order (equal to the amount you sold during your in-school sales, plus any extras you may want). Proceed to **Checkout**.

Available payment methods: Visa, MasterCard, AmEx (for US only), PayPal and Purchase Code (available only with paid invoice).

Place Your Bulk Order

So, you've finished your yearbook. Congratulations!

Place your order, then sit back and wait no more than three weeks for your books to arrive.

1

From the Storefront, click the orange **Order** button. If you do not see the screen below, you need to log in as the adviser.

Who are these yearbooks for?
To help us organize your yearbooks enter one or more names of the students, children or recipients. If you want to order additional books for a person already listed, click Continue.

BULK OPTION To help you organize your yearbook orders, enter the names of the students included in your bulk order. If you have compiled your own list, we recommend you bypass this step. [Bypass Names and Order in Bulk](#)

Student, child or recipient:

First name	Last name
First name	Last name
First name	Last name

[+ Add Another Student, Child or Recipient](#)

Continue
Cancel

4

VERY IMPORTANT: In order to receive all of your yearbooks in one bulk shipment, you must now release your pre-orders into production. Return to the Storefront and click the blue **Book Settings** link to submit all pre-orders into production.

STEP 1: Order

[Book Settings](#) [View Report](#) [View Personalizations](#)

Order Manitoulin Secondary School Yearbook
Your yearbook is being produced, but you can order it now. You can order as many yearbooks as you want.

Hardcover	\$30.00
Softcover	\$20.00
eYearbook	No Charge

Order

5

If you haven't confirmed that you have approved your final PDF proof, go ahead and do so. Then, click the orange **Submit to Production** button.

Submit Pre-Orders to Production

The following are required before submission:

- ✓ Book has 20 or more pages
- ✓ Book ends on an even page number
- ✓ All sections are locked
- ✓ Proof sent
- ✗ Confirm you have approved your proof.

Submit to Production